

**ARIZONA STATE SCHOOLS FOR THE DEAF AND THE BLIND
POSITION DESCRIPTION**

POSITION TITLE: ACCOUNTING TECHNICIAN I

POSITION LOCATION: Agency Administration

POSITION REPORTS TO: Fiscal Services Specialist II, III or Accounting Manager

POSITION SUPERVISES: None

MINIMUM QUALIFICATIONS: Two years of general accounting experience, which includes six months of bookkeeping or other accounting experience. Post high school training in accounting or bookkeeping may substitute on a month for month basis for up to one year of the general experience.

PREFERRED QUALIFICATIONS: Typing ability, 10-key ability, data entry ability. Manual dexterity and skill in operation of keyboard equipment may be required.

MAJOR DUTIES AND RESPONSIBILITIES: Calculate expenses, receipts or other fiscal data for daily and other periodic records, changes computations if necessary. Reviews and codes transactions by type, object and fund source, may input information into automated system via computer terminal or worksheets. Posts, records, inputs routine fiscal, budgetary or cash activity data to update and maintain records of transactions. Inspects and examines various fiscal documents to assure completeness and accuracy. Maintains files, prepares reports and summaries of fiscal activities, all in accordance with established practice and using established formats and procedures. Confers with superior on a regular basis, discussing work processes, problems and plans, receives advice, counseling and instruction. Confers periodically with Finance Manager as requested.

SPECIAL CONDITIONS/REQUIREMENTS: Must pass a beginning sign language course at completion of probation.

PAY PLAN: <u>Classified</u>	Grade: <u>06</u>	FLSA: <u>Non-Exempt</u>	DATE: <u>Revised: 7/2006</u>
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